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| CEHEC-ZP Office Memorandum 380-1-8 | Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000 | OM 380-1-8 7 January 1986 |
| | Security LOCK AND KEY CONTROL | |
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, O. C. 20314-1000

OM 380-1-8

DAEN-ASL-I
Office Memorandum
No. 380-1-8

7 January 1986

SECURITY
Lock and Key Control

1. Purpose. This memorandum prescribes policies, responsibilities, and procedures for the handling, replacement, and repair of office door locks, including control of all keys issued for those locks, and for other lock and key matters.

2. Applicability. This memorandum applies to all HQUSACE/OCE elements located within the Pulaski Building utilizing locks and cylinders in non-classified and non-restricted general purpose office space.

3. References.

a. DOD 5210.46

b. AR 190-51

c. AR 380-4

4. Definitions.

a. MASTER KEYING. The setting up of locks by use of proper length pins to enable one or more Master Keys to operate the locks in addition to the regular key for that specific lock. In master keying systems, the key held by the user or Building occupant is called a "change Key."

b. MASTER KEY. The key designed by virtue of the variable pins in a series of lock to operate each of the locks of the series, though they also are operated by their individual "change keys". When more than one Master Key is used for the series, each Master Key operates a "Group."

c. GRAND MASTER KEY. A key designed to operate several groups of locks serviced by several Master Keys.

Simplified Explanation: A hotel has ten floors, with cleaning maids on each floor. The maid of each floor carries a Master Key which operates only the locks on his/her floor. Manager of the hotel and the Housekeeper-in-Charge would carry Grand Master Keys which will operate all locks of all floors. The series of locks on each floor is a "Group "operating under a Master Key and a Grand Master Key. The entire series is called a "System".

d. MAINTENANCE MASTER KEY. The Master Key used by certain personnel, whose responsibilities require they have access to certain locked enclosures in the performance of their duties. (E.g. the building maintenance personnel). Sometimes called a sub-master Key.

e. SUB-MASTER KEY. An indefinite term, but sometimes referring to a Maintenance Master Key or a Master Key operating a limited number of locks under a Master Key.

f. CHANGE KEY. The individual key for specific lock in a mastered series issued and signed for by the individuals.

g. LOCK CYLINDER. The key section and housing of a mortise or other type of lock from which those parts can be separated from the remainder of the lock.

h. CORE. The removable section which rotates inside the lock cylinder when the key is turned. Contains the bottom pins and possibly mastering pins of the lock.

i. KEY DEPOSITORY. A lockable container, such as a safe or filing cabinet, or a key storage cabinet made of at least 26 gauge steel, equipped with a tumble-type locking device and permanently affixed to a wall.

5. Policy.

a. All permanent hallway doors allowing access to general purpose office space will be secured with appropriate door locks. Space that has additional security requirements (e.g. classified and restricted areas) will be secured with special security devices as appropriate.

b. Built-in locks on equipment or furniture such as desks or filing cabinets will be serviced under contracts established by DAEN-ASL-S.

c. All cylinder cores shall be pinned in a concept allowing access by Grand Master, Maintenance or Sub-master and the local change key.

d. Access to office space by use of a Master Key is authorized for the DOD Building Administrator, the Lessor's building engineer and construction contractor, the DAEN-PMS security manager, Chiefs, Office of Administrative Services (DAEN-ASZ-A), Logistics Management Division (DAEN-ASL), and DAEN-ASL-1.

e. All permanent employees HQUSACE/OCE are authorized issuance of a change key to their space.

f. All supervisors private office doors are authorized locks and will be issued on receipt of written request.

g. Chiefs of Separate Offices, and Chiefs of Divisions and Branches in Directorates are authorized change keys for office space under their supervisory control.

h. Unauthorized Keys. Any person in possession of an unauthorized key (one not issued by DAEN-ASL-I) will be subject to disciplinary action.

6. PROCEDURES.

(a) Issuance.

(1) All keys will be issued by DAEN-ASL-I. At the time of issuance, permanent employees will present picture building ID or their temporary badge. Permanent personnel without picture badge must have their supervisor send a DF certifying the employee is a permanent employee and present other picture identification such as a drivers license at the time keys are issued. Employee will sign DA Form 5013-R Key Control Register (App. A) and ENG Form 0-4931, Receipt for Keys (App. B) upon receipt of the change key.

(2) Supervisors requiring a lock on their private office will submit their request to DAEN-ASL-I with justification stating why it is needed and what security risk is incurred if not locked.

(3) A master record of cylinder pin configuration will be maintained by DAEN-ASL-I on Eng Form (or equiv) 0-4924, Cylinder Set-Up Chart (App. C). Supply rooms and mechanical equipment areas will not be accessible by the Sub-master key.

(4) Each day janitor personnel will sign for the master key ring for the area they are assigned. The building guard force will retain the master key rings for issue and maintain the janitor/custodial key log (ENG Form 0-4925, Dec 85) (App. D). Janitors will turn key rings into the guard force before departing the building. Under no circumstances will the master key rings be removed from the Pulaski Building except when authorized for lock and key work by DAEN-ASL-I.

(5) Supervisors may request that general purpose office space be exempted from pinning to the Sub-master. This will preclude janitors from cleaning except when government personnel are present. Supervisors request are to be forwarded by [IF to DAEN-ASL-I with justification.

(b) Turn-In. At the time of separation, employee will return change key to DAEN-ASL-I. DAEN-ASL-I will sign ENG Form 0-4931, Receipt For Keys and under the return block and will initial the employee's ENG Form 0-2146 Civilian Personnel Separation Clearance Certificate.

(c) Inventory. DAEN-ASL-I will insure that:

(1) Controlled keys issued IAW para 6(a) are inventoried at least annually and inventory records are maintained. Designated Key Custodians are

responsible for conducting a complete physical inventory of all keys in their control each year and submit the reconciled inventory results in writing to DAEN-ASL-I NLT 15 January each year.

(2) Records are maintained for all controlled keys, including the following information:

[a] Total Number of Locks/Keys in the system.

[b] Number of Keys issued and to whom.

[c] A record of the key number and quantity of keys on hand.

(d) Key/Lock Work.

(1) Locks and keys will be strictly controlled and accounted for by the control systems maintained by DAEN-ASL-I. Keys, locks, hardware, and cylinder cores will be issued and repaired only by locksmith services obtained under contracts established by DAEN-ASL-I.

(2) Requests for all key/lock work will be submitted on DA Form 3953 to DAEN-ASL-I, with justification. Under no circumstances will any HQUSACE/OCE employee duplicate keys outside of contracts established by DAEN-ASL-I. All keys acquired by DAEN-ASL-I will be stamped "US Government Property - Do Not Duplicate".

(e) Lost/Stolen Keys. Supervisor and/or employee must immediately report lost/stolen keys to both DAEN-PMS and DAEN-ASL-I by phone. Phone conversation must be followed up with a DF describing the incident. This shall be furnished to DAEN-PMS and DAEN-ASL-I within two business days of the incident. Keys lost through carelessness or neglect may result in disciplinary action, and the employee may be liable for costs to the Government for corrective action required to maintain the integrity of the key lock system.

(f) Opening Office Doors During Other than Normal Duly Hours. The security guard force is authorized to open a door for any permanent employee presenting a picture ID. Employee and guard will sign ENG Form D-4926 Opening And Closing of Offices For Employees, (App. E) at the guard desk stating date, time, and reason for entrance. At the start of the next business day, a copy of the Form will be sent to DAEN-ASL-I, who will transmit the information to the supervisor of the office entered.

(g) Key Depositories. All keys will be retained on the person to whom issued or in a secured key depository. Before a key depository is used, the use of that depository must be approved in writing by the Security Manager (DAEN-PMS). Copy of the authorization will be submitted with the DA-3953 for procurement of depository boxes to DAEN-ASL-I. DAEN-ASL-I will be responsible for assuring that the GSA approved depository is being requested and forwarded to Supply and Property Management. Keys issued for use which require key depository storage will be controlled as follows:

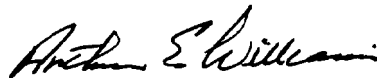
(1) Key depositories will be kept locked except to issue or return a key and to conduct inventories of keys. (AR 190-51)

(2) Key depositories will be kept where they can be under surveillance around the clock or in a room that can be locked during non-duty hours.

(3) Keys issued from key depositories will be issued in accordance with the procedures in para 6(a) above. Duplicate keys will be maintained only by DAEN-ASL-I.

(4) All key depositories and associated key control registers will be subject to inspection by the Security Office (DAEN-PMZ).

FOR THE COMMANDER:



ARTHUR E. WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

5 Appendixes

App A - DA Form 501B-R
App B - ENG Form 0-4931
App C - ENG Form 0-4924
App D - ENG Form 0-4925
App E - ENG Form 0-4926

KEY CONTROL REGISTER

(DA Form 5013-R)

SAMPLE

APPENDIX B

RECEIPT FOR KEYS
(ENG Form 0-4931)

| NAME (Last, First, MI) | | | | BADGE NO. | |
|--|----------|---------------|---------|---------------|--------------------------|
| I acknowledge receipt of the keys listed below. I fully understand that I am responsible for safeguarding keys loaned to me for official business use; that I am not allowed to pass any key listed on this card to another person for temporary or permanent use; that I am <u>not</u> allowed to duplicate, or have duplicated, any key listed on this card; and that any loss or theft of any key listed on this card must be reported immediately upon discovery to DAEN-ASL-I and DAEN-PMZ, and followed up in writing within two working days. | | | | | |
| KEY NO. | ROOM NO. | DATE RECEIVED | INITIAL | DATE RETURNED | INITIAL BY DAEN-ASL I |
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| SIGNATURE | | | | DATE | |

ENG FORM O-4931, Dec 85

RECEIPT FOR KEYS

(Proponent: DAEN-ASZ)

APPENDIX C

CYLINDER SET-UP CHART
(ENG Form 0-4924)

| CYLINDER SET-UP CHART | | | | | | | | | | | | | | | |
|-----------------------|----------|---|---|---|---|---|---|---|----------|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| M | KEY NO. | | | | | | | M | KEY NO. | | | | | | |
| C | DOOR NO. | | | | | | | C | DOOR NO. | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |

ENG FORM 0-4924, Dec 85

(Proponent: DAEN, ASZ)

OM 380-1-8
7 Jan 86

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